

CHAPTER D1

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D1.00 Introduction

Caltrans removes litter, debris, and sediment to help maintain traffic safety (for both motorized and non-motorized travelers and workers), protect water quality, maintain adequate drainage, and provide an attractive facility for travelers and local communities.

Routine litter removal is performed by State forces, Special Programs forces, including supervised inmates and probationers, and Adopt-A-Highway Program participants.

Caltrans removes graffiti to maintain an attractive facility for travelers and local communities.

Refer to Maintenance Manual Volume 2 for planning, scheduling, administrative, and charging practice instructions.

D1.01 Policy

Roadway, roadside and median litter cleanup operations should be scheduled to meet current applicable laws and regulations, provide safe facilities and a neat and clean appearance. Clean up operations also provide water quality benefits by reducing the quantity of materials that may be washed into storm water drainage systems.

Districts shall establish routine litter removal and sweeping frequencies for each route segment based on the rate at which litter, debris, and sediment accumulates. Frequencies shall be determined to keep a generally clean and neat appearance to the roadside and are very sensitive to traffic volumes. These frequencies shall be recorded on district route maps or other formats (post mile listings, etc.). Recorded frequencies shall be used as guides for litter removal, whether by State forces, Special Programs forces, or Adopt-A-Highway participants.

D1.02 Laws That Pertain to Litter, Debris, Disabled and Abandoned Vehicles

(A) Throwing Lighted Substances

Vehicle Code Section 23111 provides that no one may throw or discharge onto the highway or adjacent area any lighted or unlighted cigarette, cigar, match, or flaming or glowing substance.

(B) Disposing of Litter or Garbage on Highway

Vehicle Code Section 23112 provides that no one may throw or deposit on the highway any garbage or substance likely to injure or damage traffic using the highway, or any noisome, nauseous, or offensive matter of any kind. It also prohibits the placement of any rocks, refuse, or dirt within the highway right of way.

(C) Spilling Loads on Highways

Vehicle Code 23114 provides that traveling vehicles must be constructed, covered, or loaded to prevent any contents (other than clear water or feathers from live birds) from escaping from the vehicle. This section also prescribes covering loads of vehicles carrying aggregate (including rock fragments), pebbles, sand, dirt, gravel, cobbles, crushed base, asphalt, and similar materials.

(D) Removal of Material from Highways

Vehicle Code Section 23113 requires any person who deposits any materials described in Sections 23112 or 23114(d) to immediately remove the material or cause it to be removed. If the person fails to remove the material, the agency responsible for the maintenance of the highway may remove the material and collect the cost of removal and damages from the responsible party. The California Highway Patrol (CHP) may direct a responsible party to remove aggregate material described in Section 23114(d) when that material has escaped from a vehicle.

(E) Rubbish Vehicles

Vehicle Code Section 23115 requires that any vehicle loaded with garbage or any other noisome, nauseous or offensive material or anything being transported to a dump may not be driven on the highway unless the load is totally covered to prevent it from spilling on the road. A vehicle in the process of acquiring its load is an exception, unless prevented by local restriction.

(F) Littering Penalties

Vehicle Code Section 42001.7 prescribes fines and mandatory public service for those convicted of violating Sections 23111, 23112 or 23113(a).

(G) Disabled and Abandoned Vehicles

(1) Authority of the California Highway Patrol to Remove Vehicles

Vehicle Code Section 22650 through 22654 describes the authority of the California Highway Patrol or other peace officers, circumstances, and limitations regarding the removal of unattended vehicles.

It is unlawful for Maintenance personnel to remove or authorize the removal of any unattended vehicle from the highway, except as provided in the Vehicle Code.

A vehicle may be removed to a garage only on the authorization of the owner or his agent, or on authorization of a law enforcement officer in whose area of jurisdiction the vehicle is located.

(2) Authority of Local Government (Cities and Counties) to Remove Vehicles

Section 22654(c) of the Vehicle Code further provides that a local authority charged with the maintenance of a highway may move a vehicle that is disabled or abandoned, or which constitutes an obstruction to traffic. Such vehicles may be moved from their location to the nearest available location on the same highway as may be necessary to keep the highway open or safe for public travel.

(3) Authority of Caltrans to Remove Vehicles

Section 22654(c) also provides that Caltrans employees may remove any disabled vehicle that constitutes an obstruction to State freeway traffic from its location to the nearest available location where parking is permitted.

If Caltrans employees move an unoccupied vehicle, they shall comply with the notice requirements of the Code. Caltrans is required to provide immediate notice to the owner of any vehicle that is moved to an area that is not readily visible from its original location. If the owner cannot be notified for any reason, the Caltrans employees who moved the vehicle shall immediately notify the police department of the city in which the vehicle was parked.

If the vehicle had been parked in an unincorporated area of a county, Caltrans shall notify the sheriff's department and nearest office of the California Highway Patrol in that county.

Section 22654(c) of the Vehicle Code gives Caltrans the authority to move vehicles that have been abandoned, disabled, or wrecked upon the highways and the State freeways and which constitute a hazard to traffic. Under this authority,

highway forces may move any abandoned, disabled, or wrecked vehicle from the traveled way or shoulder to a safe location in the immediate vicinity. Such vehicles should not be towed any considerable distance. If the flow of traffic is blocked, the vehicle may be removed from the traveled way by any means deemed necessary and prudent by the maintenance person in charge at the site.

(a) Emergency Permits

When a wrecked or disabled commercial vehicle is carrying livestock, flammable, explosive, or perishable cargoes, it is permissible to issue emergency permits to move on weekends or holidays, or after the usual hauling hours. Loaded butane tankers and other highly flammable or explosive cargoes are in the same category.

(b) Caltrans Notification to Responsible Parties

When it is necessary to clear a highway following a wreck, any debris that constitutes a hazard to traffic should be immediately removed from the traveled way by State forces. The district office should immediately ascertain whether the party responsible for the accident wishes to remove any remaining debris from the highway, or whether State forces are to remove it at his or her expense. If possible, commercial tow operators should remove all vehicle parts and debris that constitute a safety hazard.

(c) Removal of Vehicles in Cases of Death or Serious Injury

In accidents where death or serious injury results to any person, the damaged vehicles should be left untouched and traffic protected by flag-persons or barriers, lights, or other means until the California Highway Patrol or other authorized local police officers or sheriffs have had an opportunity to examine the wreck.

In all cases of serious accidents, the Maintenance forces shall cooperate with the California Highway Patrol or local peace officers and the District Attorney's office. State Maintenance forces are not required to await the arrival of insurance company representatives on the scene of an accident before removing wrecked or damaged vehicles.

Department employees shall only assist at the scene of an accident or other disability when commercial tow operators or California Highway Patrol Officers are not available.

(d) Gratuities

Department employees shall not accept gratuities for providing assistance to motorists.

(H) Health and Safety Code Requirement

Section 2952, Health and Safety Code, provides that Caltrans workers who use or transport any pesticide shall promptly notify the local health officer when there is an actual or suspected spill of pesticides.

The notification shall be made by the local Maintenance Area Superintendent, District Landscape Specialist, or Deputy District Director, Maintenance. Employees shall report any observed or suspected pesticide spill or accidental release to their supervisor.

(I) Laws That Pertain to Graffiti

Streets and Highway's Code Section 96 requires the Department to remove graffiti from signs "as soon as reasonably possible."

Public Contracts Code Section 12205 & 12210, Recycled Paint sets percentages for procurement of recycled paints and quality standards.

D1.03 Litter

The accumulation of litter adversely affects the appearance of the highway. Because of the visibility of litter, it is an extremely sensitive issue in the eyes of the public. Careful management of litter removal efforts is essential in maintaining public acceptance of the Maintenance program. All labor resources must be used together to achieve clean roadsides.

Section 91.6 was added to the Streets and Highways Code in 2003, and reads in part "The Department shall, within its Maintenance programs relating to litter cleanup and abatement, assign a high priority to litter deposited along State highway segments adjoining storm drains, streams, river ways, beaches, the ocean, and other environmentally sensitive areas."

In addition, removal efforts should be focused on routes to airports, commuter routes, and heavily traveled inter-city routes. It is important to give special attention to litter removal on scenic highways, coastal and parkland routes, at vista points, and other areas frequented by tourists and recreational motorists.

(A) Manual Removal of Litter

Notwithstanding other provisions of the Maintenance Manual, or the current applicable laws and regulations, in areas with heavy or fast traffic where litter is removed manually, only highly visible litter and those items that will not biodegrade should be removed. This will reduce worker exposure time.

(B) “No Dumping” Signs

Maintenance Supervisors should observe overall conditions and assess the need for litter removal and installation of “No Dumping” signs. “No Dumping” signs should be installed when dumping becomes a problem on the highway, at Park and Ride lots, rest areas, and vista points.

(C) Litter Bags

Litter bags should be carried in maintenance vehicles for use as needed.

(D) Exposure of Litter Due to Fires or Maintenance Operations

Litter should be picked up promptly when it is exposed by roadside fires, mowing or pruning of shrubs.

(E) Litter Receptacles

Litter receptacles shall not be placed on freeways.

Receptacles may be placed at designated Vista Points or Park and Ride lots, only if specifically approved by the Maintenance Region Manager, and where adequate space is available and provision has been made for safe entry and exit. Such receptacles are not normally provided as part of these facilities. The District Landscape Architect or the Division of Structures, Transportation Architecture Branch, should be contacted for specific location and receptacle type.

On other highways, litter receptacles may be placed only in areas where approved by the Maintenance Region Manager. Such receptacles are not intended for commercial or household garbage and debris, and should be removed if this becomes a problem.

Litter receptacles should be emptied at least once a week, or more often as necessary. Additional temporary litter receptacles may be provided over three-day weekends when heavy use is expected. The site surrounding receptacles locations shall be kept clean and free of litter and weeds to eliminate fire hazards during the dry season.

D1.04 Debris and Sediment

(A) Sweeping of Sediment

Debris and sediment that accumulates on paved surfaces should be swept regularly to provide a safe and clean facility.

All highway and shoulder sweeping, with the exception of Rest Areas, Vista Points, and Park and Ride lots, should be charged to Stormwater related activities, as applicable.

Depending on traffic, weather, and available resources, sweeping frequency should usually be based upon collecting a minimum of ½ cubic yard and a maximum of one (1) cubic yard of material per mile swept. The portion of the roadway used by non-motorized travelers, e.g., bicycle lanes and separate paths, may require more frequent sweeping. Sweeping schedules should be consistent with the Caltrans Statewide Storm Water Management Plan, Best Management Practice - Highway and Freeway Cleaning (MD-10).

Sweepings should be disposed of in accordance with federal, State and local disposal requirements for solid waste.

(B) Removal of Debris from the Roadway

Debris on the roadway should be removed immediately when it constitutes a traffic hazard. Such debris may include tire casings, large boxes, bags of garbage, dead animals, automobile wreckage, spilled loads, and other items.

Large accumulations of debris, paper, cartons, and tumbleweeds that obstruct sight distances should be removed from freeway fences. Cattle guards should be inspected periodically, and debris should be removed when necessary.

Cities, counties, and adjacent property owners should be informed of their responsibilities when litter accumulates outside the right of way between the freeway fence and local roads or fences.

D1.05 Signs and Posters

Illegal signs or posters placed within the right of way, such as those advertising garage sales, fruit stands, political candidates, new homes, etc., should be promptly removed. Signs should be stored in the Maintenance station for 30 days for retrieval by the sign owners. Contact the Outdoor Advertising unit of the Division of Traffic Operations for further information regarding sign removal procedures.

D1.06 Graffiti

Caltrans responds to the statewide graffiti problem by removing the marks quickly, and as often as necessary to discourage the offenders. Refer to Caltrans Deputy Directive DD-39 for the complete graffiti removal and prevention policy.

Routine graffiti removal is performed by State forces, Special Programs People and Adopt-A-Highway participants. Graffiti is also removed through contracts with the California Conservation Corps (CCC), local agencies, and private contractors.

Graffiti should be removed immediately from traffic devices if they are a safety concern. All graffiti of obscene nature should also be removed immediately. Other graffiti should be removed within ten (10) working days upon notification. Graffiti painters, or “taggers”, are discouraged by frequent removal of their marks, so it is important to remove graffiti as soon as possible in all cases.

(A) Recycled Paint

Consistent with the intent of the Legislature, Caltrans should order and use recycled paints for sound walls, retaining walls, bridge girders, and abutments. Make reasonable efforts to match colors. The statewide Department of General Services contract is available for procurement of recycled paints.

(B) Protective Devices

Some physical devices which are available to limit access by taggers to State property are rat guards, sign hoods, razor wire, and glare screen patches.

In areas where significant numbers of ground mounted highway signs are being defaced, districts should consider ordering replacement signs with an approved protective coating applied by the manufacturer, or apply their own approved protective sheeting to existing signs.

(C) New Product Evaluation (NPE) Procedures and Approved List

There are many products available to aid in the control of graffiti, both for prevention and removal. New products are constantly being developed.

Caltrans maintains a list of products that have been tested for safety and effectiveness.

Only products that are on this approved list are to be used on highway features.

Manufacturers should be directed to submit new products to the New Products Coordinator within the Engineering Service Center.

Refer to Caltrans Deputy Directive DD-45 for new product evaluation procedures.

(D) Multi-Agency Graffiti Intervention Committees (MAGIC)

Multi-Agency Graffiti Intervention Committees (MAGIC) are regional anti-graffiti organizations. They are effective in coordination of regional resources and efforts from local agencies. Districts with significant graffiti problems should be actively involved in MAGIC organizations.

D1.07 Spills of Hazardous Materials on Highways

See Chapter "D-5", "Spills of Substances on Highway Rights of Way" of this manual for information on the handling of hazardous spills.

D1.08 Disposal of Animal Carcasses

The department shall comply with the California Streets and Highways Code Section 91.8 for the disposal of animal carcasses.

The Department shall remove or relocate an animal carcass from a state highway (roadway) for safety purposes notwithstanding any other provision of law, including prohibitions on the possession and transportation of endangered or protected species, or property rights associated with livestock and other commercially valuable animals.

The Department shall dispose of animal carcasses in an environmentally appropriate manner, considering both of the following:

- 1) The animals probable legal status, whether as domestic or commercial property, wild, feral, protected, or endangered follows:
 - a) When practicable, an owner of a domestic animal shall be notified of the location or disposition of the animal carcass. Unless returned to the owner, license tags, nameplates, or other identification shall be retained by the Department for 30 days.
 - b) A branded livestock carcass shall be removed from the roadway but not otherwise transported until the owner is contacted. If the owner cannot be identified, the Department shall notify the regional brand inspector.
 - c) In the case of wild, feral, protected, or endangered animals, disposal shall be accomplished in accordance with applicable provisions of the Fish and Game Code.
- 2) If disposal technologies including, but not limited to, natural decomposition, burial, incineration, donation, rendering, or composting are not available or practicable, the Department may use any nontraditional or novel technology that may be appropriate under the circumstances.

Animal carcasses shall not be relocated to or disposed of within 150 feet of waterways or drainage ways that lead directly to waterways, or buried within five (5) feet of groundwater.

The Department shall maintain a record of designated disposal sites used for consolidation of animal carcasses.

Each Area Superintendent shall establish a procedure for the removal and disposal of dead animals from the State right of way. The Area Superintendent is responsible for the completion, annual update, and posting of the District Carcass Disposal Procedure Template for their areas of responsibility. The template can be accessed at this link:

http://onramp.dot.ca.gov/hq/maint/roadside/Carcass_Removal.html.

In some areas, there are local animal control agencies that handle injured, dying, or dead animals. If such a service is available, the district may make arrangements to utilize their services through an agreement or service contract. When such services are not available, the Superintendent should select the most reasonable form of disposal, including authorized dumps or burial, considering local rules and regulations.

D1.09 Special Programs People (SPP)

Special Programs People (SPP) assists Caltrans through inter-agency or cooperative agreements with other State or county agencies.

Typical tasks for SPP are litter removal, weed abatement, pruning, clearing fence lines, drainage facilities, and other labor-intensive activities on State right of way. Special Programs People provide services above those provided by Caltrans forces.

Special Programs People most frequently include the following:

- Probationers/Court referrals (PROBAT)
- Inmate work forces (INMATE)
- Work furlough (WKFURL) or Work release (WKRELS)
- California Conservation Corp (CCC)

Special Programs People's responsibilities for supervision, safety orientation, and other details, are discussed in the interagency agreement or cooperative agreement. Prior to start of work, all SPP shall be given a safety orientation that includes review of the applicable Codes of Safe Operating Practices and Best Management Practices.

Each district has conducted a safety review of its highway system to identify locations with high traffic volumes, narrow roadsides, and other factors that indicate the need for additional protections for workers on foot. Such areas are deemed to require protective measures above the minimum mandated in Chapter 8 of the Maintenance Manual. The contents of the district plan should be known before Special Programs People are deployed on highway roadsides.

D1.10 Adopt-A-Highway Program

A substantial amount of roadside litter is collected by individuals, organizations, and businesses under the Adopt-A-Highway Program. Adopt-A-Highway participants also plant trees and wildflowers, remove graffiti, provide vegetation control, and perform other activities.

Authorization for this program is Streets and Highways Code Section 91.5, and the Director's Policy Memo on Adopt-A-Highway, dated January 15, 1995. Adopt-A-Highway Program guidelines implement legislation (S & H Code Sec. 222) for the acceptance of funds, materials, equipment, or services for roadside maintenance or enhancement.

In addition, this legislation allows the Department to recognize participants via Adopt-A-Highway courtesy signs. There is no fee charged for the manufacture or installation of courtesy signs.

Detailed instructions for administering the Adopt-A-Highway Program are described in the *Adopt-A-Highway Program Guidelines* issued by the Maintenance Division. The Caltrans

publication "Adopt-A-Highway Information and Application" summarizes the procedures and requirements of the program for the general public.

D1.10.1 Adopt-A-Highway Program Litter Procedures

Adopt-A-Highway participants are a proven resource for litter reduction. Participants agree to collect litter from a two-mile segment of roadside for five (5) years. The adopted segment may include one or both sides of the highway.

Districts should continue to routinely remove litter and debris from the median, roadway, shoulders, and other areas of adopted segments that are inaccessible to adopters. Litter removal may need to be augmented by State forces or Special Programs People if the groups established pick-up frequency is not adequate to keep an area clean.

(A) Designating New Litter Removal Adoption Sites

District Maintenance personnel review and designate new highway sections for litter removal adoption. Depending on site conditions, segments may be classified as adoptable or not adoptable.

Areas that would require lane or shoulder closures for litter removal are unsuitable for adoption.

The exact length of highway adoption and number of cleanups per year may vary according to the project location; however, a minimum of six (6) cleanups each year is required.

(B) Site Reviews

As coordinated through the District Adopt-A-Highway Coordinator, site reviews must be performed when designating new adoption sites, every five (5) years upon permit renewal, and after construction.

(C) Cleanup Frequency

Districts should set a cleanup frequency that is adequate to keep the roadside clean yet not so high as to discourage participation in the program. Cleanup frequencies should be reviewed and, if needed, revised after each five (5)-year permit period. Highway segments that require more than twelve pickups per year generally are not suitable for volunteers, but may be adopted by groups who are willing to hire a contractor to perform the work on their behalf.

(D) Safety Orientation

Districts shall provide a safety orientation to volunteer group leaders and contractor crew leaders for each adopted/sponsored site prior to their beginning adoption activities.

The orientation must take place within 30 days of the adopter's encroachment permit start date, regardless of whether or not the adopter's recognition panel has been installed. Items to be covered during the orientation are detailed on the *Adopt-A-Highway Safety Orientation Checklist*. The *Checklist* is available from District Adopt-A-Highway Coordinators.

(E) Litter Bags and Safety Equipment

Participants should be given white litter bags with the Adopt-A-Highway logo for use when collecting litter. This special litter bag is available from the warehouse. (State forces and Special Programs People should use the standard, orange plastic litter bag). Participants should be directed to obtain litter bags at a designated location. Typically, the designated location is the local Maintenance station. However, districts are encouraged to make special arrangements to provide appropriate quantities of bags to remotely located *volunteer* participants. Adopt-A-Highway contractors may be provided with a 60-day supply of litter bags.

Volunteer litter removal groups shall also be issued safety gear (hard-hats, vests, gloves, protective eyewear, and litter pickers). Adopt-A-Highway contractors should not be issued safety equipment.

Litter bags and safety equipment shall be replenished as needed throughout the permit period.

(F) Collection of Filled Litter Bags

Adopt-A-Highway participants should be instructed to leave filled litter bags at the outside edge of the shoulder for pickup by district Maintenance forces. Adopters should also be instructed to cluster bags together whenever possible.

Districts should pick up filled bags promptly. Bags should not be allowed to remain on the roadside for more than five (5) days.

(G) Coordination of Maintenance Activities

Adopt-A-Highway groups are instructed to give their Maintenance representative a minimum of five (5) days notice prior to each work event. The district should coordinate its median and roadway litter removal as closely as practical with the adopter's schedule.

Mowing operations performed just before a litter pickup cause problems for Adopt-A-Highway participants by shredding litter into small pieces. Therefore, as a courtesy to

adopters, supervisors should consider notifying Adopt-A-Highway groups working in their area of responsibility of scheduled mowing dates.

(H) Monitoring Groups

Districts should monitor the adopter's level of performance and communicate promptly with the adopter if there is a deficiency. Violations of the group's permit provisions should be reported to the District Adopt-A-Highway Coordinator so that a formal warning letter may be sent to the group. The group's permit will be revoked upon the third violation. Action must be taken to immediately revoke a permit if a permittee demonstrates a deliberate disregard for safety.

(I) Tracking of Adopt-A-Highway Expenditures

District Maintenance forces should report the quantities of Adopt-A-Highway litter bags collected into IMMS using IMMS Activity D41050, with Asset FAC. Detailed instructions for *Recording Adopt-A-Highway Bag Counts* are available on the intranet at:

http://onramp.dot.ca.gov/hq/maint/adopt/docs/SH_IMMS_Reporting_Codes_and_Procedures_10-21-15.docx

IMMS activities are also available for recording time spent performing Adopt-A-Highway safety orientations, sign installation and removal, and general Adopt-A-Highway-related tasks. See Maintenance Manual Volume II for complete charging practice instructions.

D1.10.2 Adopt-A-Highway Graffiti Operations

Adopt-A-Highway volunteers can be an effective resource for painting over graffiti. Participants agree to adopt a wall or other structure(s) for five (5) years. The highway side, the community side, or both sides of a wall may be included in the adoption. More than one structure can be included in the adoption.

Districts should not perform routine graffiti removal on structures that are the adopter's responsibility, unless it is offensive and needs immediate attention.

(A) Designating New Graffiti Removal Adoption Sites

District Maintenance personnel review and designate new structures for graffiti removal adoption. Depending on site conditions, structures may be classified as adoptable or not adoptable.

Areas that would require lane or shoulder closures for safe graffiti removal are unsuitable for adoption, with the exception of the maintenance of murals that are adopted under the Adopt-A-Mural component of the Graffiti Removal element of the Adopt-A-Highway Program. Signs may not be adopted. In addition, districts should not allow adoption of structures in areas where there is a graffiti abatement policy in effect of less than 72 hours.

(B) Site Reviews

Upon request by the District Adopt-A-Highway Coordinator, site reviews must be performed when designating new adoption sites, every five (5) years upon permit renewal, and after construction.

(C) Frequency

Districts should determine the turnaround time for graffiti removal. Turnaround time should be reviewed and, if needed, revised after each five (5) year permit period.

(D) Safety Orientation

Districts shall provide a safety orientation to volunteer group leaders and contractor crew leaders for each adopted/sponsored site prior to their beginning adoption activities.

The orientation must take place within 30 days of the adopter's encroachment permit start date, regardless of whether or not the adopter's recognition panel has been installed. Items to be covered during the orientation are detailed on the *Adopt-A-Highway Safety Orientation Checklist*. The *Checklist* is available from District Adopt-A-Highway Coordinators.

(E) Materials and Safety Equipment

Districts may provide paint to graffiti removal participants or allow participants to purchase their own. Caltrans personnel must tell the adopter which type and color of paint to use. A list of State-approved paints is available from the Maintenance Division.

Volunteer graffiti removal groups shall also be issued safety gear (hard-hats, vests, gloves, and protective eye wear). Adopt-A-Highway contractors should not be issued safety equipment. Graffiti removal groups whose adoptions include litter removal around the adopted structures shall also be issued litter bags and litter pickers. Materials and safety equipment shall be replenished as needed throughout the permit period.

(F) Monitoring Groups

Districts should monitor the adopter's level of performance and communicate promptly with the adopter if there is a deficiency. Violations of the group's permit provisions should be reported to the District Adopt-A-Highway Coordinator so that a formal warning letter may be sent to the group. The group's permit will be revoked upon the third violation. Action must be taken to immediately revoke a permit if a permittee demonstrates a deliberate disregard for safety.

(G) Tracking of Adopt-A-Highway Expenditures

Appropriate IMMS Activity codes should be used for recording time spent performing Adopt-A-Highway safety orientations, sign installation and removal, and other Adopt-A-Highway-related tasks.

D1.10.3 Adopt-A-Highway Program - Roles and Responsibilities

(A) Role of the District Adopt-A-Highway Coordinator

The Adopt-A-Highway Program responds to a large number of contacts by the public, legislators, local officials, the media, and Caltrans management. It is essential that districts provide timely, professional, and courteous responses to inquiries regarding the program.

Each district must assign a full-time District Adopt-A-Highway Coordinator.

The Coordinator depends on the cooperative assistance of the entire Maintenance function and on other essential units within the district. Many of the District Coordinator's logistical responsibilities may be effectively delegated.

The District Coordinator's responsibilities include the following:

- (1) Conducts ongoing community outreach to promote and explain the Adopt-A-Highway Program:
 - Coordinates with Public Affairs to promote the program and responds to inquiries from public officials and the media.
 - Maintains and makes available for public view a list of:
 - (a) Available adoption sites
 - (b) Program participants
 - (c) Waiting lists for sections that are currently adopted
- (2) Processes Adopt-A-Highway permit applications:
 - Assists potential participants in understanding the program, defining projects, and securing technical advice from the District Landscape Architect, Landscape Specialist, or other Caltrans professionals.
 - Ensures that applicants meet the criteria set in Adopt-A-Highway Program policy for participation in the program (i.e. participants may not advocate violence or discrimination according to the law, etc.).
 - Submits permit applications and required support documentation to the District Permit Engineer for processing.
 - Ensures that the Adopt-A-Highway encroachment permit has been issued.
 - Reviews and approves recognition panel content.
 - Places work orders for courtesy signs and recognition panels.
 - Ensures that the courtesy signs and recognition panels have been installed in a timely manner.
 - Issues permit renewal notices.

- (3) Maintains district program data:
 - Keeps a database of program participants and adoption sites.
 - Forwards a monthly summary of program participation and bag counts to the statewide Adopt-A-Highway Coordinator.
 - (4) Communicates periodically with active participants:
 - Distributes safety bulletins, statewide cleanup event invitations, and special service awards to volunteers.
 - Issues formal warning letters when the adopter's level of performance is deficient.
 - Requests that the District Permits Engineer revoke encroachment permits for repeated violations.
 - Notifies permittee to suspend activities within areas undergoing construction.
 - (5) Maintains a close working relationship with Headquarters and district personnel, and others who are essential to the successful administration of the program:
 - Attends periodic statewide Adopt-A-Highway Coordinator's meetings.
 - Participate in task forces or other special committees.
 - Consults with appropriate Maintenance personnel to review and designate new highway sections for adoption.
 - Consults with Maintenance Supervisors for periodic site reviews.
 - Consults with Maintenance Supervisors regarding performance of adopters.
 - Provides Maintenance Supervisors with current lists of adopters in their area of responsibility.
- (B) Role of the Maintenance Region Manager
- (1) Ensures that Area Superintendents, Maintenance Supervisors, and other region staff who work directly with Adopt-A-Highway participants understand the program's objectives and procedures and follow roles and responsibilities as outlined in this section.
 - (2) Ensures that special reporting requirements are being followed for recording Adopt-A-Highway bag counts into the IMMS.
- (C) Role of Maintenance Area Superintendent
- (1) Verifies that supervisors accurately report bag counts and hours worked performing Adopt-A-Highway activities into the IMMS database, complete site reviews in a timely manner, and report on performance of the adopters.
 - (2) Ensures that employee interaction with the public is professional, positive, prompt, and courteous.

- (3) Ensures friendly and convenient procedures for participants to receive a safety orientation, receive safety gear and supplies, and to provide advance notice of work dates.
- (4) Ensure that Adopt-A-Highway courtesy signs are provided, installed, and maintained in a timely manner. The signs alert the motorist and the California Highway Patrol that volunteers may be present on the roadside.
- (5) Ensures that Maintenance Supervisors understand the program's objectives and procedures and follow roles and responsibilities as outlined in this section.

(D) Role of Maintenance Supervisors and Maintenance Personnel

District Maintenance crews are the primary contact between Caltrans and Adopt-A-Highway participants during the five (5)-year permit period. Maintenance Supervisors (or their designees):

- (1) Perform site reviews upon request by the District Adopt-A-Highway Coordinator when designating new adoption sites, upon permit renewal, and after construction.
- (2) Provide a safety orientation to volunteer group leaders and contractor crew leaders for each adopted/sponsored site prior to their beginning adoption activities.
- (3) Provide information specific to each adopted site to Adopt-A-Highway contractor's crew leader.
- (4) Issue and replenish participant's supply of safety equipment and materials throughout the five-year permit period.
- (6) Recover participant's safety equipment (including litter pickers, when applicable) and unused materials if the participant does not renew their encroachment permit.
- (6) Provide friendly and convenient procedures for participants to provide advance notice of work.
- (7) Courtesy signs, including recognition panels, should be provided, installed, and maintained for each project. The signs recognize the participant and let the public know that the section is being maintained by other than State forces. Courtesy signs also alert the motorist and the California Highway Patrol that volunteers may be present on the roadside.
- (8) Ensure that Caltrans pesticide spray activities do not impact participants' ability to work.
- (9) Coordinate median and roadway litter removal as closely as practical with the adopter's schedule.
- (10) Coordinate removal of litter bags within five (5) days of collection.

- (11) Record bag counts and hours worked performing Adopt-A-Highway activities into the IMMS database.
- (12) Monitor performance of participants. Document performance deficiencies and inform the District Adopt-A-Highway Coordinator when the performance of a group should be improved or the group's permit should be revoked.
- (13) Ensure that participant's activities are suspended within areas that are undergoing construction until the State has accepted responsibility for the construction area from the contractor.
- (14) Store Adopt-A-Highway sign components during construction periods.
- (15) Notify the District Adopt-A-Highway Coordinator when the construction is complete.